
 <p style="text-align: center;"> ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction </p>	Index #: 504.01	Page 1 of 3
	Effective Date: April 1, 2004	
	Distribution: B	
	Supersedes: 504.01 (4/15/01) PCN 02-65 (11/15/02)	
Approved by:  Subject: INMATE PERSONAL PROPERTY		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606.
- II. PURPOSE: To standardize the acquisition and control of personal property of inmates and establish uniform procedures for the removal/disposition of certain property.
- III. APPLICATION: To institutional employees and inmates, excluding any offender assigned to and actively participating in a Specialized Alternative Incarceration Unit (S.A.I.U.) program, and to employees and inmates of privately managed facilities.
- IV. DEFINITIONS: Personal Property: Items authorized by the Tennessee Department of Correction (TDOC) for possession by inmates, including personally owned property and certain state issued articles.
- V. POLICY: The TDOC shall maintain a comprehensive standardized list of personal property items that inmates are permitted to have in their possession.
- VI. PROCEDURES:
 - A. Policy #504.02 shall govern the recording and accounting of all inmate personal property.
 - B. Items in the personal possession of an inmate shall not occupy more than six (6) cubic feet collectively in their individual room, cell, or dormitory housing unit and shall conform to fire-safety regulations. This size box shall be standard use for cell or room searches, routine property checks, and transportation requirements. Property that will not fit inside the box shall be considered excess and removed to the property room until the disposition of the excess items can be accomplished in accordance with Policy #504.02. An item is considered to be excess if it does not fit within the six (6) cubic foot limitations, even though that item may appear on the approved property list. The total amount of legal materials that an inmate may have in his possession will not exceed is 1.5' x 1' x 1'. Legal materials that exceed this space allocation may be stored in another area of the facility approved by the warden. The inmate will be allowed reasonable access to any stored legal materials. The warden will develop an institutional policy specifying the storage location, methods and process whereby the inmate may have emergency access to stored legal materials.
 - C. Exceptions to the six (6) cubic foot requirements are:
 1. Legal material (does not include personal law books and reference material)
 2. Prescribed medical equipment

Effective Date: April 1, 2004	Index # 504.01	Page 2 of 3
Subject: INMATE PERSONAL PROPERTY		

3. Television
 4. Fan
 5. Approved musical instruments (does not include radio)
 6. Linen (state issue)
- D. The commissioner shall, by July 1 of each year, publish a list of personal property that inmates are permitted to have in their possession. This list may be revised as frequently as needed. All inmates are required to be in compliance with the approved property list. Televisions, radios, tape players, typewriters, fans, and musical instruments shall be engraved with the inmate's TDOC number. These items shall be properly recorded so that they may accompany the inmate through the system. Inmates returning to the TDOC as parole violators, escapees, etc., who maintain their current TDOC number shall be allowed to receive their original property if the items show evidence of prior possession (i.e., are engraved with the TDOC identification number) without any modifications. Property which has had modification of identification number will not be allowed and will be disposed of in accordance with Policy #504.02. Inmates are prohibited from exchanging property with other inmates directly or indirectly through third parties. The warden may permit inmates to transfer personal property to other inmates if they are immediate family and this is verified.
- E. Individual jewelry items must be listed on Offender Property (LIBN), screen printed, and signed by the inmate verifying that the jewelry does not exceed the value established within this policy. The signed forms shall be kept on file in the property room with a copy given to the inmate.
- F. Each warden may further restrict this list according to the institution's individual security or treatment requirements. Inmates sentenced to death may receive items that are unique to that particular group. The warden shall issue an institutional policy which addresses restriction of personal property and defines storage requirements. Inmates may grieve denial of a particular piece of property through the grievance process.
- G. Provisions shall be made for any inmate who has a medical problem or a physical handicap requiring special equipment, as verified by the institutional physician and meeting the security needs of the institution. This property shall be listed on Offender Property (LIBN). (See Policy #504.02.)
- H. Inmates may possess state issue items in accordance with Policy #504.05 and items received in accordance with the December special package list as approved by the commissioner in accordance with Policy #507.02.
- I. All items on the approved property list which are available from the institutional commissary shall not be received from any other source. At the warden's discretion, postage stamps may be received through the mail. All items which are a part of state issue may be restricted by the warden as being the only source from which those items may be received.

Effective Date: April 1, 2004	Index # 504.01	Page 3 of 3
Subject: INMATE PERSONAL PROPERTY		

- J. Inmates who were admitted to a TDOC institution prior to June 15, 1980, who have in their possession excluded items as designated by this policy such as television(s), radio(s), tape player(s), fan(s), musical instrument(s), or typewriter(s), which are not in compliance with this policy either by size or value, have received a dispensation for those items only for as long as they remain in the system. They must, however, comply in number, as only one of each of these items is allowed. These items have been marked with an engraver to ensure that they are properly identified so that they may remain with the individual for dispensation and the TDOC number of the inmate. Example: D-000000. This item shall be properly recorded on the inmate's property list on Offender Property (LIBN) and shall move with him/her through the system. When the inmate is released, the items for which he/she has received the dispensation must go with them or be disposed of. These items shall never remain behind as the result of a transfer of property from one inmate to another.

Inmates admitted to TDOC prior to August 1, 1998, who have in their possession excluded items as designated by this policy, i.e., radio (am and fm not to exceed 18"x 24"), audio cassette tape player, compact disc player and case, compact discs, etc., may retain these items as they move through the system. When released, these items must go with them, and may not be transferred to another inmate. These items currently in possession for whatever reason may not be sent out for repair or replacement. The institution education supervisor and/or chaplain will provide access to tape players for those inmates who receive authorized tapes, i.e., educational, religious, legal, and do not possess a tape player.

- K. All property room personnel should familiarize themselves with Offender Property (LIBN) and Offender Property Arrival (LIBO) for documenting and tracking offender property.

VII. ACA STANDARDS: 4-4292 through 4-4294.

VIII. EXPIRATION DATE: April 1, 2007.



PHIL BREDESEN
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
4TH FLOOR RACHEL JACKSON BUILDING
320 SIXTH AVENUE NORTH
NASHVILLE, TENNESSEE 37243-0465
OFFICE (615) 741-1000 Ext. 4001 FAX (615) 532-8281

QUENTON I. WHITE
COMMISSIONER

MEMORANDUM

TO: Wardens

FROM: Quenton I. White

DATE: August 15, 2004

SUBJECT: Inmate Personal Property

In accordance with Tennessee Department of Correction Policy #504.01, the following is a complete listing of personal property inmates may possess within the 6 cubic feet limit other than exceptions. Restrictions or modifications to this list may be effected by institutional wardens as outlined in Policy #504.01. Articles of state issue property must comply with the provisions outlined in Policy #504.05.

INMATE PERSONAL PROPERTY LIST

Clothing and Accessories (Limitations are provided for the number of each item an inmate may possess at any given time. Clothing, jewelry, and linens shall not have pictures, designs, symbols, or messages affiliated with security threat or ethnic groups).

1. Socks (12 pairs) (white or gray only or any combination of white and gray), colored socks to be retained until worn out
2. Shoes - 3 pairs, not including state issue athletic-1 pair solid white, black, or gray; colored brand logos and stitching may be allowed, [(x) shower-1 pair], other-1 pair (includes house shoes, dress shoes, or boots (black or brown only; 12" total height, heel no more than 2", no steel toes except state issued, no buckles (those currently in inmate's possession may be retained) maximum value of \$25.00 each)
3. T-shirts (12), solid white or gray only (no tank tops or muscle shirts)
4. Underwear (12 sets) (white or gray only; tops and bottoms, regular or long underwear, (bras and slips, female only)
5. Pajamas (2 pairs) - must not be transparent and must have the appearance of sleepwear
6. Bathrobe (1)- must not be transparent
7. # Gloves - work (1 pair); no leather allowed. Inmates admitted prior to January 15, 2002, may retain their leather gloves until they are worn out or discarded. They may not be replaced.
8. = Belt (2), limited to 3" in width, buckle not to exceed 3", except for weight belt as approved by the warden.
9. Handkerchiefs, white only (8)
10. Shoestrings (1 extra pair) (white or black only)
11. Billfold (1) (no chains may be attached to the billfold)

12. = Recreational clothing (2 sets) – white or gray only, sweatshirt, sweatpants, or shorts (no hoods or turtlenecks) (shorts must be a minimum of 4" length from crotch, Spandex or similar materials not allowed)
13. Cap/toboggan (no more than 2), no ski masks, solid white or gray only (warden's discretion for max)
14. State issued clothing - jacket, pants, shirts
15. Vinyl Poncho Rain Gear (1) (transparent vinyl only)

All clothing and shoes in the approved catalog can be purchased by female inmates.

Jewelry

16. Watch and band (1), maximum replacement value is \$10. After March 1, 2002, all watches entering TDOC must be purchased from the institutional commissary. When commissary stock is depleted, watches shall be purchased from approved vendor.
17. Rings (2), maximum replacement value is no more than \$25 each
18. Necklace (1) religious jewelry, includes medallion or plain necklace not to exceed 24", maximum replacement value is \$30
19. Earrings (females only), 2 pairs, stud type, maximum replacement value no more than \$15 per pair

Linen

20. Sheets and pillowcases, 2 sets, white only
21. Towels and washcloths, 4 each, white only
22. Blankets, 2 (state issue only)

Grooming and Toilet Articles

23. x Toothbrush (non-electric) (1) and toothbrush holder (1) (plastic only)
24. x Combs, brushes, hair picks (2)(includes Afro combs, plastic, and wood), no sharp pointed ends or metal
25. Disposable safety razors (maximum limit 10)
26. x Plastic cup w/lid - non-insulated (1)
27. x Soapdish (1) (plastic only)
28. Shower caps (limit 3)
29. Hair rollers – [female only] (20)
30. Ponytail bands/holders, black/brown
31. Tweezers, round or square (1)

Reading and Writing Materials

32. # = Typewriter (1), portable, battery, electric, or manual, standard size, may possess word processing capability, may not include capability for removable storage media (floppy disk or tape), no modems, attachments, or removable parts such as monitors or displays; maximum replacement value is \$25
33. Writing paper, stamps (maximum of 40), and envelopes
34. Reading material (includes books and magazines in compliance with Policies #112.05 and #507.02)
35. Pencils and ballpoint ink pens (purchased from commissary only)
36. Legal materials in the amount specified in TDOC Policy #504.01

Appliances

- 37. c Battery-operated or electric razor/beard trimmer (1)
- 38. c TV (1) up to 13", must have earphone and jack for earphone (wireless headphones prohibited), no built-in VCR, cable box for TV (at institutions where applicable), maximum replacement value is \$25. TV antennas only at facilities with approved policy exemptions.
- 39. Remote control (1)
- 40. TV splitter (1)
- 41. Cable adapter (1)
- 42. Coax cable (1) (maximum length – 9 feet)
- 43. *+= Radio (1) - AM and FM only, not to exceed 18" x 24" in size, must have jack for earphone, non-detachable speakers, maximum replacement value \$25
- 44. *+= Tape player/recorder (1) - not to exceed 18" x 24" in size, must have jack for earphone, internal microphone only, maximum replacement value is \$25
- 45. *+= Compact disc player (1) - not to exceed 18" x 24" in size, must have jack for earphone, non-detachable speakers, remote control allowed, maximum replacement value is \$25
- 46. += Compact disc player, AM/FM radio, cassette combination (1) - not to exceed 18" x 24" in size, must have jack for earphone, internal microphones only, non-detachable speakers, remote control allowed, maximum replacement value is \$25
- 47. =c Radio (1) - "Walkman" type only (with headphone or one-piece unit), no cassette, may not be taken to work site except by certain TRICOR programs approved by the warden (Maximum custody excluded unless approved by the warden).
- 48. += Tape/compact disc case (1) and a maximum combined number of 20 compact disc/audio cassettes including those used for voice mail (only clear plastic covers which can be seen through)
- 49. c Headphones - to be used for items 38, 43, 44, 45, 46, and 47
- 50. c Fan (1) 15" maximum, plastic housing and blades, and non-removable grill
- 51. = Electric curling iron or rollers (female only)
- 52. =c Hand-held electric hair dryer (1,500 watts or lower)
- 53. =c Hotpot (1) (maximum custody excluded)

Miscellaneous

- 54. = Table game(s) non-electronic (2), no dice
- 55. Photo album (1), no metal parts (maximum size 9 x 12)
- 56. Photographs - no Polaroid-type pictures may be mailed to inmates
- 57. = Musical instrument (1) (may be approved by the warden during assignment to that facility only). Instruments with metallic strings may only be approved for inmates classified medium custody or below. Instruments with non-metallic strings may be approved by the warden for inmates classified any custody. Stored as approved by the warden/designee.
- 58. = Batteries (rechargeable batteries are not permitted);
- 59. = Sewing needle, 2" or less, and thread (as sold in commissary only)
- 60. x Nail clippers (1) no file, 3" maximum length
- 61. Book matches (amount not to exceed 10 books)
- 62. Lighter (limit 1; as sold in commissary only)
- 63. = Sunglasses, mirror lens not allowed, may be worn outdoors only unless medically required
- 64. Floor rug (1) no larger than 3' x 5', fire-retardant label with non-skid back
- 65. =c Surge suppressor (1) (limit 6 outlets)
- 66. Mesh bags (2)
- 67. x Bowl, cereal and lid (plastic) (1)
- 68. Ice chest (maximum size – 2 gallon) (No Styrofoam at TDOC facilities)
- 69. Shoe polish, paste (1 of each neutral, white, or black) (non-toxic and non-flammable)
- 70. Plastic ashtray (1)

71. Clear reading lamp and/or light bulb (1)
 72. Clear container (1) per inmate from the approved catalog.
 73. Address book (1)
 74. Items sold by the commissary may not be received through the mail except for postage stamps, and items identified in this memo, see (x) below.
 75. Approved personal item (1) generated from within the institution as a result of vocational, recreational, or arts and crafts programs, as well as items permitted as a result of an incentive, honor, grade level, work, educational or religious program, may be permitted by the warden, provided none constitutes a safety or security hazard and provided the six cubic feet limit is not exceeded. Any item in that section may be authorized only with the understanding that when the inmate is transferred to another institution, these items must be disposed of in accordance with Policy #504.02, if not allowed at the receiving institution.
- * Inmates may possess two of the three, and if those selections are made, #46 is not allowed.
- + Inmates admitted to TDOC prior to August 1, 1998, may possess these items only until they are released, or the items become inoperable.
- = These items shall be taken when an inmate is placed on administrative segregation and then removed from the institution.
- # Inmates admitted to TDOC prior to January 15, 2002, may possess these items only until they are released or until the item becomes inoperative.
- c Items purchased after January 15, 2002, must have transparent plastic cover/housing.
- x Items that can be sold by the commissary and purchased through the approved catalog.

QIW:RDC:PAL

pc: Gayle Ray, Deputy Commissioner
Roland Colson, Assistant Commissioner of Operations
Cathy Posey, Assistant Commissioner of Administrative Services
Jim Cosby, Assistant Commissioner of Rehabilitative Services
Central Office Directors
Mike Dutton, Superintendent TCA
Cile Crowder, Department Policy and Survey Coordinator
Historical File #504.01